

LEARNER CAREER SERVICES UNDERGRAD CHECKLIST

FIRST-YEAR

Schedule an appointment with the Lerner Career Services Center through [Handshake](https://udel.joinhandshake.com) (udel.joinhandshake.com) to discuss your professional development and job/internship search

Schedule an appointment with your academic advisor to remain on track with the recommended academic plan

Upload your resume in [Handshake](https://udel.joinhandshake.com) (udel.joinhandshake.com) to get it approved

Create and update your [LinkedIn](https://linkedin.com) (linkedin.com) profile

Attend at least one career fair or networking event to start learning about employers, industries and build your connections

Set up a professional voicemail on your phone

Review the [my.Lerner site](https://my.lerner.udel.edu/career-services) (my.lerner.udel.edu/career-services) for resources and information

Follow Lerner College on [Facebook](https://facebook.com), [Twitter](https://twitter.com), [LinkedIn](https://linkedin.com) and [Instagram](https://instagram.com) for events and news

Explore potential study abroad programs

End of Fall Semester: Apply for a winter semester job shadow experience

End of Spring Semester: Apply for a summer job shadow experience

End of Spring Semester: Sign up to be matched with a mentor through the Lerner Executive Mentoring Program (*Registration opens for rising sophomore students at the end of the school year for upcoming fall*)

SOPHOMORE

Understand the internship recruiting timeline for your respective major

Schedule an appointment with the Lerner Career Services Center through [Handshake](https://udel.joinhandshake.com) (udel.joinhandshake.com) to discuss your professional development and job/internship search

Enroll in BUEC101: Career Exploration and Planning

Become involved in a student organization (studentcentral.udel.edu/organizations) and pursue leadership roles

Connect with recruiters at informational and networking events

Attend recruiting-focused & career fair events promoted through [Handshake](https://udel.joinhandshake.com) (udel.joinhandshake.com)

Research companies you would enjoy working with

Utilize the Lerner Edge Program to connect with an experienced professional to discuss interviews, resumes, job/internship searches, choosing a major, college-to-career transitions and more

Apply for internships through [Handshake](https://udel.joinhandshake.com) (udel.joinhandshake.com) and [CareerShift](https://careershift.com) (careershift.com)

End of Fall Semester: Apply for a winter semester job shadow experience

End of Fall or Spring Semester: Sign up to be matched with a mentor through the Lerner Executive Mentoring Program

End of Spring Semester: Apply for a summer job shadow experience

JUNIOR

Schedule an appointment with the Lerner Career Services Center through [Handshake](https://udel.joinhandshake.com) (udel.joinhandshake.com) to discuss your professional development and job/internship search

Understand the recruiting timeline for your respective major

Apply for internships through [Handshake](https://udel.joinhandshake.com) (udel.joinhandshake.com) and [CareerShift](https://careershift.com) (careershift.com)

Pursue a leadership position in your student organization (studentcentral.udel.edu/organizations)

Connect with recruiters at informational and networking events promoted through [Handshake](https://udel.joinhandshake.com) (udel.joinhandshake.com)

Update your resume on LinkedIn to showcase your skills and experiences

Utilize the Lerner Edge Program to connect with an experienced professional to discuss interviews, resumes, job/internship searches, choosing a major, college-to-career transitions and more

Attend recruiting-focused & career fair events promoted through [Handshake](https://udel.joinhandshake.com) (udel.joinhandshake.com)

End of Fall or Spring Semester: Sign up to be matched with a mentor through the Lerner Executive Mentoring Program

SENIOR

Schedule an appointment with the Lerner Career Services Center through [Handshake](https://udel.joinhandshake.com) (udel.joinhandshake.com) to discuss your professional development and job/internship search

Utilize the Lerner Edge Program to connect with an experienced professional to discuss interviews, resumes, job/internship searches, choosing a major, college-to-career transitions and more

Connect with recruiters at informational and networking events promoted through [Handshake](https://udel.joinhandshake.com) (udel.joinhandshake.com)

Update your resume to LinkedIn to showcase your skills and experiences

Apply for full-time jobs through [Handshake](https://udel.joinhandshake.com) (udel.joinhandshake.com) and [CareerShift](https://careershift.com) (careershift.com)

Attend recruiting-focused & career fair events promoted through [Handshake](https://udel.joinhandshake.com) (udel.joinhandshake.com)

Meet with your academic advisor to complete your degree audit.

Complete the Career Outcome survey when it arrives in your email

SCHEDULE AN APPOINTMENT WITH THE LERNER CAREER SERVICES CENTER!

Make sure you're staying on track by making an appointment with a Lerner Career Services career coach. Career coaches offer resume and cover letter reviews, mock interviews, and general career coaching advice.

To schedule an appointment, go to Handshake – Career Center – Appointment – Lerner Career Services.